Senior Administrative Assistant (Curriculum Support)

Full time, Permanent

Salary range: starting at £20,624 and rising to £23,879, per annum

Expected Interview date: 17 January 2017

Brighton and Sussex Medical School invites applications for the post of Senior Administrative Assistant (Curriculum Support).

Based at the University of Brighton Falmer site, the postholder is part of the curriculum support team which manages the organisation and administration of teaching and assessments in Years 1 to 5 of the undergraduate medical degree programme. The post-holder will be required to make occasional visits to the Brighton and Sussex Medical School (BSMS) buildings at the University of Sussex and the Royal Sussex County Hospital.

The postholder has specific responsibility for the organisation and management of Undergraduate General Practice teaching including the BSMS clinical skills rooms at the University of Brighton Falmer site, they will be the first point of contact for undergraduate students undertaking teaching on the University of Brighton campus. They will work closely with BSMS academic and administrative staff, colleagues in administrative and academic units in the parent universities and clinical staff in NHS partner organisations.

Applicants should have a good standard of education and possess excellent IT, communication and organisational skills. The post requires a high level of personal responsibility and initiative. The post has supervisory responsibility for 1 member of staff.

Closing date for applications: 4 January 2017

For full details and how to apply see:

www.sussex.ac.uk/jobs  www.brighton.ac.uk/jobs  www-bsms.ac.uk

We are committed to equality of opportunity
Purpose of the post:

The Senior Administrative Assistant (Curriculum Support) is one of several posts which contribute to the administration of the undergraduate medical degree programme (Bachelor of Medicine, Bachelor of Surgery) at BSMS. The postholder is part of the curriculum support team which manages the organisation and administration of teaching and assessments of the undergraduate medical degree programme, specifically in relation to the General Practice module teaching and related assessments in Years 1, 2, and 4.

The post-holder will be responsible to the Assistant Secretary (Curriculum Support), Phase 1, but will work closely with members of BSMS Faculty and administrative colleagues particularly those in the Curriculum Support and Clinical Practice Teams. In addition, the post-holder will liaise with appropriate colleagues in other administrative and academic units in the parent universities, and colleagues in the partner NHS Trust.

Key Responsibilities:

1. Provide administrative support for the general practice elements of the BM BS programme.
2. Provide a general enquiry and counter service for students and staff.
3. Organise and manage teaching timetables for modules 101, 201 and 403.
4. Assist with the organisation of general practice examinations and assessments.
5. Serve as Secretary to the relevant Module Examination Boards, Module Review Boards and related meetings.
7. Assist with occasional School events such as open days, admissions days, registration and graduation.
8. Undertake such other duties consonant with the grade as determined by the Assistant Secretary (Curriculum Support), Phase 1.
This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

1. **Provide administrative support for the general practice elements of the BM BS programme.**
   1.1. Assist in the induction of new staff, providing training, supervision and advice regarding School Office procedures.
   1.2. Supervise the work of the Administrative Assistant (Clinical Practice) as required.
   1.3. Ensure information relating to the BM BS programme is circulated promptly and kept up-to-date on School notice boards and on the web-based “studentcentral’ managed learning environment (Blackboard).
   1.4. Produce letters as required by students and staff.

2. **Provide a general enquiry and counter service for students and staff.**
   2.1. Answer telephone and email enquiries, providing advice and information in response.
   2.2. Greet students and staff who present themselves in person and provide advice and information in response to their enquiries.
   2.3. Liaise with other members of staff including Facilitators, Academic Tutors and the Student Support Coordinator concerning issues raised by students.

3. **Organise and manage teaching timetables for modules 101, 201 and 403**
   3.1. Liaise with the module leaders, placements administrator and various placement providers, assistant secretaries and other staff to prepare teaching timetables and schedules for clinical modules.
   3.2. Allocate students to groups and schedules, ensuring there are no clashes and resolving them when they do occur.
   3.3. Manage room bookings and room allocation for teaching sessions and assessments for both current and future years, ensuring there are no clashes and resolving them when they do occur.
   3.4. Prepare handbooks for modules 101, 201 and 403 and publish to students and staff in a timely manner and appropriate format.
   3.5. Assist other curriculum staff with teaching taking place at Falmer, including room bookings.
   3.6. Organise the printing and distribution of programme materials such as logbooks and teaching handouts.
   3.7. Advise students on timetabling and ensure students have all the information they require.
   3.8. Liaise with the Administrative Assistant regarding parking and transport arrangements, including the arrangement of taxis for students on placements outside of the immediate area, ensuring these are booked following BSMS Travel Policy.
   3.9. Be responsive to changes and queries, liaising with appropriate staff to ensure alternative arrangements are identified and communicated as required.
   3.10. Liaise with teachers, patient educators and students and provide ad hoc support to ensure teaching sessions run smoothly, including provision of relevant teaching materials, layout of rooms and any equipment or refreshments needed.
   3.11. Ensure teaching materials are loaded promptly on to the web-based ‘studentcentral’ managed learning environment (Blackboard).
4. Assist with the organisation of general practice examinations and assessments including objective structured clinical examinations (OSCEs).

4.1. Support the work of the relevant Assistant Secretary, Exams Co-ordinator and Module Leader in relation to the organisation of clinical practice examinations and assessments.

4.2. Organise the on-line and in-person submission of written assessments.

4.3. Provide information to staff and students on the timings of examinations.

4.4. Assist in the preparation of documents and equipment for examinations

4.5. Assist with the invigilation of examinations, acting as Chief Invigilator for small groups.

4.6. Where appropriate scan examination mark sheets using an optical mark reader (OMR) and Speedwell software.

4.7. Liaise with other staff to organise marking timetable to meet all necessary deadlines.

4.8. Circulate written work and mark sheets to markers and external examiners.

4.9. Collate and check marks and liaise with markers.

4.10. Enter grades on School and University databases.

4.11. Assist Assistant Secretary in the preparation of grades for Examination Boards and distribution to students and tutors.

5. Serve as Secretary to Module Examination Boards, Module Review Boards and related meetings.

5.1 Support relevant colleagues in the collation of all information and paperwork necessary for Module Exam Boards; distribute electronically to members and prepare any paperwork needed in the meetings.

5.2 Organise the collection and processing of student evaluation questionnaires for clinical modules and placements and at the end of each year and prepare and distribute the results for the relevant Module Review Boards and module teaching teams.

5.3. Organise Module Review Boards and similar meetings, booking venues and catering as necessary and collating and distributing paperwork to members.

5.4 Prepare agendas and other documents for Module Review Boards and similar meetings, liaising with the Chair / Module Leader.

5.5 Minute Module Exam Boards, Module Review Boards and similar meetings and distribute minutes to members / publish minutes as appropriate.

5.6 Ensure actions from meetings are communicated and followed up promptly.

6. Maintain computer and paper-based records including SITS.

6.1. Maintain a variety of computerised and paper-based records systems relating to the administration of the BM BS programme including the University of Brighton’s student records systems (SITS).

6.2 Administration of e-Portfolio and safeguarding software, including uploading students to the system.

6.3. Ensure that the appropriate level of confidentiality is maintained.
6.4. Be familiar and up to date with University of Brighton Registry requirements, and support and advise other staff in meeting the requirements within specified deadlines e.g. enrolment, module diets, module assessment results.

7. **Assist with School events such as open days, admissions days, registration, and graduation.**
   7.1. Provide general support to the planning and operation of School events. Duties are likely to include registration of delegates, ushering, escorting applicants to interview, conducting tours etc.
   7.2 Help with the organisation and running of BSMS events, in particular Induction Week, and advertise to students and staff as appropriate
   7.3 Administer the BSMS Top Teacher Awards process.

8. **Undertake such other duties consonant with the grade as determined by the Assistant Secretary (Curriculum Support).**
   8.1 The list of responsibilities and duties is not exhaustive and the precise nature of the role is likely to change as the Medical School develops. A critical attribute of the successful candidate will be the ability to cope with change.
### Person specification

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<tr>
<th>Skills and abilities</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Excellent written and oral communication skills and attention to detail</td>
<td>X</td>
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<td>The ability to understand complex and unfamiliar issues without difficulty</td>
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<td>The ability to plan and prioritise own workload</td>
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<td>IT literacy – highly proficient in the use of word processing software, networked email and spreadsheets (e.g. MS Word, Outlook and Excel)</td>
<td>X</td>
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<td>Excellent organisational skills and the ability to maintain accuracy and prioritise work to meet deadlines while working in a busy environment</td>
<td>X</td>
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<td>The ability to deal with a large and wide-ranging number of people working co-operatively to meet agreed objectives</td>
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<td>The ability to be flexible, innovative and proactive in a developing role</td>
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<th>Knowledge</th>
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<td>Familiarity/comfort with medical/scientific terminology.</td>
<td>X</td>
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<th>Experience</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>committee servicing and minute-taking</td>
<td>X</td>
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<td>using a web-based managed learning environment (e.g. Blackboard)</td>
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<td>using a computerised student records system (e.g. SITS).</td>
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<td>operating and understanding a timetabling system</td>
<td>X</td>
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<td>proof reading</td>
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<th>Qualifications</th>
<th>Essential</th>
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<tr>
<td>GCSE or other equivalent qualification, or relevant level of experience</td>
<td>X</td>
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<th>Personal attributes and circumstances</th>
<th>Essential</th>
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<tr>
<td>Able to work additional hours during busy exam periods (April to July) and on other specific dates, planned well in advance, where teaching activity needs support outside normal office hours.</td>
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<td>An appreciation of the need for a professional approach consistent with representing the Medical School in a front-of-house service</td>
<td>X</td>
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<td>An appreciation of the need to keep certain information confidential and secure</td>
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<td>A high degree of personal initiative and responsibility</td>
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Senior leadership and management

The Vice-Chancellor is the senior academic officer and, as Chief Executive, is responsible to the University Council for management of the University. He is supported by an executive group which includes the three Pro-Vice-Chancellors, the Registrar and Secretary, the Director of Finance and the Director of Human Resources. The Heads of the Schools of Studies at Sussex report to the Pro-Vice-Chancellors.

The Registrar and Secretary heads the Professional Services of the University. In addition, under the University Statutes, the Registrar and Secretary is Secretary to the University Council. The Director of Finance reports to the Vice-Chancellor. The Director of ITS reports to the Registrar and Secretary, and the Librarian reports to one of the Pro-Vice-Chancellors.

The Medical School

The School is an equal partnership between the Universities of Sussex and Brighton together with NHS staff throughout the South East Region. The arrangements for the School’s governance reflect this approach and students are awarded joint degrees of both Universities.

The School is fully committed to the principles of GMC: Standards of Promoting Excellence; it endorses the value of medical education in a multi-professional context, and promotes the highest possible standards in its three pivotal components of teaching, clinical practice, and research (both fundamental and applied).

There is an annual intake to undergraduate medicine of approximately 138 students. BSMS has proved exceptionally popular and has regularly achieved one of the highest application rates of any UK medical school. Students spend their first two years primarily on the universities’ campuses at Falmer; thereafter the focus shifts to the associated teaching hospitals in Brighton and the surrounding area. There are purpose-built teaching facilities in all areas.

The curriculum emphasises early clinical involvement, a broad range of experience and a firm foundation in basic science. A wide range of teaching and learning approaches are employed, tailored to the particular circumstances; we are not committed to a single method of delivery. Feedback from the National Student Survey has demonstrated an exceptionally high level of student satisfaction, with BSMS being consistently amongst the top 10 performing schools in the country with scores of over 90%.

The research undertaken at BSMS aims to make a genuine contribution to the evidence and science underpinning clinical practice, and to benefit people and patients in their health and wellbeing. We expect our key domains of research strength to be recognised on the international stage and these are represented by the new departments of Global Health and Infection (including HIV and sexual health) and Neuroscience (including mental health and neurology). We have made significant investments in research infrastructure, including a world-class Clinical Imaging Sciences Centre (CISC) housing a 3T and 1.5T MRI and a PET-CT scanner and a Clinical Investigation & Research Unit (CIRU) dedicated to patient-orientated research and early clinical trials.

Following the appointment of Professor Malcolm Reed as Dean in December 2014, the Medical School has undergone a strategic review and is currently undergoing reorganisation into the following Departments which will be fully established for the academic year 2016/17:

Clinical and Experimental Medicine
Global Health and Infection
Neuroscience
Primary Care and Public Health
Medical Education
**Administration.** The Medical School's Administration is led by the Medical School Secretary. The School's 60+ support staff offer support to a range of functions including curriculum development and delivery, admissions, library and IT, communications, student welfare, human resources, research and finance.

**The Universities**

The Universities of Brighton and Sussex have formed a highly effective and successful partnership that has resulted in the creation of this first new medical school in the South East region outside of London. Each institution has its own distinct culture and each is proud of its history and achievements but they have a long and successful history of collaboration.

**Research and teaching**

Both universities are committed to excellence in teaching and research. Sussex is a progressive university delivering innovative thought and action, with a worldwide reputation for excellence in research and discovery. Its distinctive approach leads to the development of high quality new research which crosses traditional boundaries, benefits and enriches society, and influences policy at international, regional and national levels. Sussex research has a positive impact on people's lives. In the Times Higher Education World University Rankings 2016, Sussex was ranked 23rd in the UK and 140th in the world for research influence.

The results of the government-commissioned Research Excellence Framework (REF) in 2014 show that over 75% of research activity at Sussex is categorised as 'world leading' (4*, 28%) or 'internationally excellent' (3*, 48%) in terms of originality, significance and rigour, whilst 98% of research activity at Sussex is categorised as either ‘world-leading’, ‘internationally excellent’ or ‘internationally recognised’.

The University of Brighton has a long and distinguished history of applied research. This serves to sustain and nourish its mission to help form professional and vocational careers. Ultimately, the university aims to transform the lives and experiences of people and their environments with research that matters. In the REF2014, 92% of its research was judged to be world-leading or internationally excellent in terms of the impact it makes, putting it in the top 25% for the sector. 38% of the university’s work in the Health Sciences was rated as world-leading.

BSMS made a major contribution to its host universities’ submissions in the most recent Research Excellence Framework (REF2014). The majority of BSMS staff submitted contributed to Psychology, Psychiatry and Neuroscience, and Biological Sciences at the University of Sussex, both ranked 10th, or the joint submission with the University of Brighton (Allied Health Professionals, Dentistry, Nursing and Pharmacy – ranked 27th). A smaller number of academics were submitted with Sociology and English at Sussex.

**Brighton & Sussex University Hospitals NHS Trust**

Brighton and Sussex University Hospitals (BSUH) is the regional teaching hospital working across two sites: the Royal Sussex County Hospital in Brighton and the Princess Royal Hospital in Haywards Heath. The Brighton campus includes the Royal Alexandra Children’s Hospital and the Sussex Eye Hospital, and the Haywards Heath campus includes the Hurstwood Park Regional Centre for Neurosciences.

In May 2014 the UK Government agreed the release of £420m to redevelop the Royal Sussex County Hospital site. The plans will see the site’s 19th century buildings replaced with new, modern facilities for the delivery of healthcare, for teaching and for research.

Revised August 2016 (PP-D)